



'Let your light shine' – Matthew 5:16

Whitley Memorial C of E Primary School

Wraparound Childcare Policy

Review date:	
Date of new review:	

Signed by:

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Headteacher

Date: June 2026

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Chair of governors

Date: June 2026

Review log: Wraparound Childcare Policy				
Review Date	Reviewed by	Approved by	Approval / Adoption date	Next review
	Headteacher	Governing Board	Governing Body meeting June 26	June 2027
	Headteacher	Governing Board		

Revisions log: Wraparound Childcare Policy	
Review Date	Revisions

1. Statement of Intent

Bedlington Whitley Memorial C of E Primary School is committed to providing a safe, caring and inclusive wraparound childcare service that supports pupils and their families.

The school's wraparound provision forms part of the school's wider provision and operates under the same ethos, expectations and standards as the school day. The provision aims to provide high-quality childcare in a secure and stimulating environment, supporting working families while offering children opportunities for play, social interaction and enrichment.

This policy outlines the operational arrangements for the school's wraparound childcare provision.

2. Legal Framework

This policy has due regard to relevant legislation and guidance, including:

- Health and Safety at Work etc. Act 1974
- Children Act 2004
- Equality Act 2010
- Children and Families Act 2014
- Keeping Children Safe in Education (KCSIE)
- DfE Wraparound Childcare Guidance
- DfE Charging for School Activities Guidance
- Early Years Foundation Stage Statutory Framework (where applicable)

3. Relationship to School Policies

The wraparound childcare provision is an extension of the school day and operates in accordance with all existing school policies.

These include, but are not limited to:

- Child Protection and Safeguarding Policy
- Behaviour Policy

- Anti-Bullying Policy
- Health and Safety Policy
- First Aid Policy
- Administering Medication Policy
- Supporting Pupils with Medical Conditions Policy
- Attendance and Absence Policy
- Equality and Inclusion Policies
- Complaints Procedure
- Fire Safety Policy
- Data Protection Policy
- Charging and Remissions Policy

All staff, volunteers, parents and pupils involved in the wraparound provision are expected to adhere to these policies at all times.

4. Roles and Responsibilities

The governing board will:

- Ensure suitable wraparound childcare arrangements are in place.
- Monitor the effectiveness and sustainability of provision.
- Ensure statutory requirements are met.
- Hold leaders accountable for the quality and safety of provision.

The headteacher will:

- Oversee the operation of the provision.
- Ensure appropriate staffing and safeguarding arrangements are in place.
- Monitor quality and compliance.
- Report to governors as required.

The School Business Manager will:

- Manage financial arrangements.
- Monitor income and expenditure.
- Ensure appropriate insurance and risk assessments are maintained.

The DSL will:

- Ensure safeguarding arrangements are implemented in line with school procedures.
- Provide advice and support to wraparound staff.
- Respond to safeguarding concerns as required.

5. Admissions

The wraparound provision is available to children aged 3 –11 years.

Places will normally be allocated on a first-come, first-served basis.

Priority may be given to:

- Pupils attending the school.
- Siblings of children already attending the provision.
- Other children where places remain available.

Parents must complete all required registration and medical information before a child attends.

6. Fees and Charging

The school aims to keep charges affordable whilst ensuring the provision remains financially sustainable.

Current charges are:

Breakfast Club

Free

After-School Club

£10 per session

The following conditions apply:

- Fees must be paid in advance when booking through School Gateway.
- Booked sessions are chargeable unless cancelled 24 hours in advance.
- Late collection charges will apply at £10, and then an additional £15 per half an hour.

Details of any remissions or reduced charges are outlined within the school's Charging and Remissions Policy.

7. Staffing

The school will ensure that sufficient staff are deployed to maintain the safety and wellbeing of children at all times.

Staffing levels will be determined according to:

- The number of children attending.
- The ages and needs of the children.
- Any SEND or medical requirements.
- The nature of planned activities.
- The number of Nursery aged children attending

For off-site activities, staffing ratios may be increased following a risk assessment.

At least one appropriately trained Paediatric First Aider will be available during all sessions.

All staff and volunteers will undergo appropriate recruitment and safeguarding checks in accordance with school procedures.

8. Food and Refreshments

The school will provide healthy food and drinks in accordance with:

- The School Food Standards.
- The school's Healthy Eating and Drinking Policy.
- Relevant food hygiene and allergen requirements.

The school will take account of dietary, medical, cultural and religious requirements.

9. Arrivals and Departures

Breakfast Club

Parents are responsible for bringing children to the designated breakfast club entrance (KS2 door) and signing them in where required.

Children will be registered on arrival and safely transferred to their classrooms before the start of the school day.

After-School Club

Children attending after-school provision will be transferred directly from school to the club by school staff.

Attendance registers will be completed at the start of each session.

Collection Arrangements

Parents must provide details of authorised adults permitted to collect their child.

Children will only be released to authorised adults unless prior arrangements have been agreed.

All children must be collected from after school club.

10. Uncollected Children

If a child is not collected at the agreed time:

- Staff will attempt to contact parents and emergency contacts.
- The child will remain supervised by staff.
- Late collection charges will apply at £10, and then an additional £15 per half an hour.

Where a child remains uncollected and contact cannot be made with any authorised adult, the school will follow safeguarding procedures and seek advice from Children's Social Care and/or the police as appropriate.

11. Missing Child Procedure

In the unlikely event that a child cannot be located:

- Staff will immediately conduct a search of the premises and surrounding area.
- The child's parents will be informed.
- The police will be contacted if the child is not located promptly.
- A full record of the incident will be completed.
- The school will review procedures following the incident.

12. Emergency Closure and Evacuation

The wraparound provision may be closed in exceptional circumstances, including:

- Severe weather.
- Loss of utilities.
- Health and safety concerns.
- Emergency situations affecting the school site.

In the event of an evacuation or invacuation or lockdown, the school's Fire Safety and Emergency Procedures will be followed.

Children will be taken to the designated assembly point and parents will be contacted where necessary.

13. Monitoring and Review

The headteacher will monitor the effectiveness of the wraparound provision on an ongoing basis.

This policy will be reviewed annually or sooner if required by changes in legislation, guidance or operational arrangements.